



Located on the Campus of Gold Creek Community Church
4326 148th St. SE, Mill Creek, WA 98012 ~ (425) 931-8092 ~ Fax (425) 316-3335

2012-13 REGISTRATION APPLICATION

Thank you for your interest in *Kids at the Creek Preschool*. Our staff is committed to providing a great educational and social experience for each child. This is going to be a great place to start your child's education!

Please carefully complete the application package. If you have any specific requests, list them in writing where indicated on the application form. We will do our best to honor your requests for specific teachers or classmates but it is not possible in all instances.

Once your completed application package is received and processed you, will receive written confirmation of your admission to the school. Any changes in class times or programs must be received in writing.

Thank you for considering us to be a part of your extended family. We consider it a privilege to partner with you in the care and education of your precious child.

Liz Wynn, Director
liz@kidsatthecreek.com

Tanya Edwards, Director
tanya@kidsatthecreek.com

REGISTRATION AND ADMISSION PROCEDURE

Complete and return one set of all forms for each child you are registering for our program. Include one registration fee of \$175 per family. This **non-refundable** fee covers initial processing, classroom set-up expenses and \$100 toward your first month's tuition. The \$100 tuition fee is only refundable if you withdraw from the program prior to August 1, 2012. *We are unable to consider any application without a fee attached.*

USE THIS CHECKLIST FOR YOUR CONVENIENCE.

A. Complete and Return the following forms to begin the registration process:

- Application for Admission
- About Your Child
- Health History
- Family and Friends
- Emergency Information
- \$175 registration fee and tuition deposit.
- Parent Guidelines and Agreement
- Immunization Record (prior to first day of school)

Be sure to thoroughly read and review your parent handbook!



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Application received on (date/time)
Received by (name):
Registration Fee (amount/check no.)

Application No.

APPLICATION FOR ADMISSION – 2012-13 SCHOOLYEAR

DIRECTIONS: THIS FORM IS TO BE COMPLETED BY THE CHILD’S PARENT/GUARDIAN

A non-refundable fee of \$175.00 per family is required with this application.

Student’s Name
Home Address: Last First Middle Nick Name
Street City State Zip Code
Home Phone: E-mail:
Date of Birth: Male / Female (circle one)
Child Lives with: Both Parents Father Mother Guardian Other

Please note: Students must be potty trained.

I would like my child to attend: (please rate your preference) 1st choice/2nd choice

PRE-K Program - 4 & 5 year olds (9:00-11:30 am or 12:30-3:00 pm)

- Monday/Wednesday/Friday ~ Morning (must be 4 years old by 9/1/12) \$205/Month
Monday/Wednesday/Friday ~ Afternoon (must be 4 years old by 9/1/12) \$205/Month
Monday-Friday – 5 day Morning (must be 4 years old by 9/1/12) \$345/Month
Monday-Friday – 5 day Afternoon (must be 4 years old by 9/1/12) \$345/Month

PRESCHOOL – 3 & 4 year olds (9:00-11:30 am or 12:30-3:00 pm)

- Tuesday/Thursday ~ Morning (must be 3 years old by 9/1/12) \$155/Month
Tuesday/Thursday ~ Afternoon (must be 3 years old by 9/1/12) \$155/Month
Monday/Wednesday/Friday Mornings (must be 3 years old by 9/1/12) \$205/Month
Monday/Wednesday/Friday Afternoons (must be 3 years old by 9/1/12) \$205/Month
NEW PROGRAM – for younger 3’s (AVAILABLE BASED ON ENROLLMENT)
Tues/Thur Mornings 9:15-11:15 (Turns 3 between 9/2-12/1/2012) \$145 begins Oct. 1

REQUESTS: Mornings Afternoons
Start Time: 9:00 9:15 12:30 12:40 (Circle your preference)

Teachers/Classmates Request:

Parent/Guardian #1: _____

Home Address: _____

Home Phone: _____ Cell Phone: _____

Work Phone: _____

Employer Name: _____

Address: _____

Parent/Guardian #2: _____

Home Address: _____

Home Phone: _____ Cell Phone: _____

Work Phone: _____

Employer Name: _____

Address: _____

Is English your first language? _____ Yes _____ No

If No, what language(s) is spoken in your home? _____

What is your child's prospective elementary school? _____

Form completed by (Please Print): _____

Signature

Date



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TELL US ABOUT YOUR CHILD- NEW STUDENTS ONLY

Student's Name: _____
Last First Middle

How did you hear about our school? _____

Does your child have any allergies? _____

Does your child have any special fears or developmental challenges? _____

Is he/she used to being separated from you? _____

What school has your child previously attended, if any? _____

We embrace children with all learning styles and personalities. In order to help us know and understand your child, please describe his/her temperament (high energy/calm, outgoing/shy, strong-willed/agreeable, set-routine/adaptable, sensory threshold). Are there any situations which have caused him/her difficulty in the past? Are there any developmental issues that you are aware of?

Is there anything else you would like to tell us about your child? _____

Father/Mother/Guardian Signature _____ Date ___/___/___

Individuals Authorized to Pick Up My Child

1. Who will pick up your child the majority of the time?

Name: _____ Relationship _____

Phone: _____

The following individuals are allowed to pick up my child.

Name: _____ Relationship _____

Phone: _____

Name: _____ Relationship _____

Phone: _____

Name: _____ Relationship _____

Phone: _____

Name: _____ Relationship _____

Phone: _____

Name: _____ Relationship _____

Phone: _____

Name: _____ Relationship _____

Phone: _____

Name: _____ Relationship _____

Phone: _____

Name: _____ Relationship _____

Phone: _____

Name: _____ Relationship _____

Phone: _____

Please contact the Preschool office if you would like to authorize individuals not listed on this form to pick up your child.

Completed by: _____

**STUDENT
NAME** _____



2012-2013 Parent Guidelines and Agreement

As a parent of _____ (child's name) enrolled in Kids at the Creek (KATC) Preschool, I understand my responsibility to my child's school and willingly agree to the expectations outlined below and included, but not limited to, the parent handbook.

By signing this agreement, I acknowledge that I understand the English language, have read this agreement and the parent handbook and I agree to abide by the terms set forth.

Parent/Guardian

Signature: _____ Date: _____

Print Name: _____

Permission is granted for my child to be included in routine evaluations. As part of this program, permission is granted for observation of children and teachers by Early Childhood Specialists to provide feedback about ways to improve the environment, the daily program, activities and experiences. General group information collected in this quality enhancement program may be used for reporting and grant application purposes.

I hereby grant permission for Kids at the Creek Preschool/Gold Creek Community Church Ministries to take photos of my child and to use his/her photo or quotations in school promotional materials or on the school Facebook account. No personal information will be published in promotional materials without express consent of the parents.

I give my permission for Kids at the Creek to publish my phone number and address for distribution to my child's class.

YES NO

I grant permission for my child to use all playground equipment and participate in all preschool activities on the campus of Gold Creek Community Church. I understand that in the event of an emergency, the school and its employees and agents will call emergency services and contact me as soon as possible. I give consent to any licensed physician to administer drugs or medicine or to perform such medical procedures as that physician determines necessary for the relief of pain and to preserve my child's life or health. I understand that I am responsible for all medical transportation, rescue and other related expenses incurred on behalf of my child.

Your child's safety is our number one priority. Our staff may request information from you and other authorized parties to verify identity and ensure the safe pick up/delivery of your child to preschool. As parent/guardian of your child, we expect you to relay our policies to others who may interact with our staff on behalf of your child (daycare providers, relatives, etc.)

FINANCIAL POLICIES:

First month and May tuition are due on or before the first day of school. Tuition not received in the office by the 5th of the month will be assessed a \$20.00 late charge, no exceptions, unless prior arrangements have been made with the directors or bookkeeper. A fee of \$20.00 will be charged for NSF (non-sufficient funds) checks, plus a late fee. Payments may

be made on-line, dropped off in our tuition box in the office, mailed to the school or given to the director, valet attendants or administrative staff.

PLEASE DO NOT GIVE PAYMENTS TO THE CHILD'S TEACHER.

Charges for frequent late pick-ups will be assessed and added to your account. Late pick up begins 5 minutes after the normal dismissal time for your child. (\$5 will be assessed for every 5 minute interval.) Parents are responsible for late charges even if your daycare provider or other authorized adult is late.

A minimum of two weeks written notice is required to withdraw from the program.

LEGAL POLICIES

I release and agree to hold harmless, defend and indemnify, the school and its directors, officers, employees and agents from and against any and all claims for personal injury (including loss of life) and all other losses or damages (except those caused entirely by the gross negligence or intentional conduct of the school) that the child or the parent may suffer as a result of the child's participation and/or enrollment at the preschool.

INITIAL _____

I understand that all disputes related to this Agreement or enrollment at Kids at the Creek Preschool shall be resolved by binding arbitration. The parties may agree to mediate prior to arbitration in accordance with the following terms. Mediation and arbitration shall be before a mutually acceptable person who is a practicing attorney with a minimum of ten years experience or a retired judge. In the event that the parties cannot agree on such person, each shall appoint a qualified person and the two shall agree on a third qualified person to be the sole mediator or arbitrator. The arbitrator need not be the same person as the mediator. The parties hereby incorporate, and the arbitration shall follow, the procedures of Chapter 7.04 RCW. Additionally, the arbitrator shall have the authority to order such discovery, by way of deposition, interrogatories, document production, or otherwise, as the arbitrator considers necessary to full and fair exploration of the issues in dispute, consistent with the expedited nature of arbitration. The laws of the State of Washington shall govern. The parties shall evenly split the costs of both mediation and arbitration.

INITIAL _____

The preschool does not discriminate in the admission of students based on race, color, national origin, sex, age or disability, as required by federal and state laws to the extent applicable to the preschool. KATC Preschool reserves the right to modify, supplement, rescind or revise any policy, benefit or provision at any time, with or without notice, as it deems necessary in its sole discretion.

If a conflict exists between this Agreement and a policy contained in the preschool's handbooks, manuals or written policies, this Agreement shall govern. The preschool cannot guarantee a student's eligibility for continued enrollment after his or her initial admittance at preschool.

INITIAL _____

2012-13 TUITION SCHEDULE

\$100 of the \$175 registration fee may be applied to the first month tuition.

First Month and May tuition are due prior to the first day of school.

Tuition for Month of	DUE Date	Early 3's Starts Oct. 4	2-Day Class	3-Day Class	5-Day Class
Sept. 2012	SEPT. 10		\$155	\$205	\$345
Oct. 2012	Oct. 1	\$145	\$155	\$205	\$345
Nov. 2012	Nov. 1	\$145	\$155	\$205	\$345
Dec. 2012	Dec. 1	\$145	\$155	\$205	\$345
Jan. 2013	Jan. 1	\$145	\$155	\$205	\$345
Feb. 2013	Feb. 1	\$155	\$155	\$205	\$345
March 2013	March 1	\$155	\$155	\$205	\$345
April 2013	April 1	\$155	\$155	\$205	\$345
May 2013	SEPT. 10	\$155	\$155	\$205	\$345
June 2013	May 1	\$77	\$77	\$102	\$172
TOTAL		\$1,277	\$1,472	\$1,947	\$3,277

Tuition is based upon actual number of class days including adjustments for holidays, in-service days and potential weather related closures. The 20 total is divided equally over the nine and a half months school is in session.

A late fee of \$20 will be assessed for all payments received after the 5th of the month. Checks and credit/debit cards are accepted in the office or on our website. www.kidsatthecreek.com.

Discounts will be given for full year tuition paid in advance by check or cash.

Sibling Discounts - \$20 off per month for second child in program, \$10 off per month for each additional child in the program.